

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 3-71

8 February 1971

To: All Training Officers of the Agency

## READING IMPORVEMENT

A Reading Improvement course has been scheduled as follows:

LOCATION 1000 N. Glebe Road, Room 401

DATES 13 April 1971 - 13 May 1971  
Tuesday and Thursday 0900 - 1100 hours.

FOR Agency employees whose major duties involve large amounts of reading.

REGISTRATION Because enrollment is limited to 22 in each course, the following quotas have been established: O/DCI - 2; DDI - 5; DDP - 5; DDS - 5; and DDS&T - 5. Form 136, "Request for Training at non-Agency Facility," should be submitted as soon as possible to the Senior Training Officer in each Directorate who will determine priorities and forward the appropriate number for each course to OTR/ISS/AIR, Room 835, 1000 North Glebe Road by 7 April 1971.

OBJECTIVES

1. To develop a more organized approach to job-related reading. Emphasis is placed on the individual student's improvement of comprehension, reading speed, and recall.
2. To develop techniques of skimming, scanning, and work analysis.

SECRET

(Over, please)

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

This document is part of an integrated file. If separated from the file it must be

HOMEWORK

For maximum effectiveness students are expected to spend at least one hour in practice at home or at work each day.

COST

The cost of approximately \$50 per student is assumed by the sponsoring office. Since the full price is charged after the first session, it is imperative that only those certain to complete the course be selected to attend. Because of the nature of the course, no substitutions can be made after the first day.

ADDITIONAL  
INFORMATION

On course content, call [REDACTED]  
extension 2452; on registration,  
call OTR/ISS/AIR, extension 2365.

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